

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER 2889	DUE DATE 11/04/19	TIME DUE noon est
MDOT PROJECT MANAGER Sue Datta	JOB NUMBER (JN) 204358	CONTROL SECTION (CS) 63174	
DESCRIPTION Design services for landscape design on I-75 from Coolidge Highway to 13 Mile Road			
MDOT PROJECT MANAGER: Check all items to be included in. WHITE = REQUIRED ** = OPTIONAL		CONSULTANT: Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP. **Optional items are determined by the MDOT Project Manager.	
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$100,000 - \$250,000)	<input checked="" type="checkbox"/> TIER II (\$250,000-\$1,500,000)	<input type="checkbox"/> TIER III (>\$1,500,000)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
N/A	N/A	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections.	7 pages (MDOT Forms not counted)	14 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes . Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET E-MAIL ADDRESS – mdot-rfp-response@michigan.gov

The Consultants will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. Consultants are responsible for ensuring that MDOT receives the proposal on time.

* Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response.

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be developed and submitted in accordance with the latest [Consultant/Vendor Selection Guidelines for Services Contracts.](#)"

RFP SPECIFIC INFORMATION

☒ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

☒ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☒ **Qualification Based Selection** - Use [Consultant/Vendor Selection Guidelines.](#)

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use [Consultant/Vendor Selection Guidelines.](#) See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use [Consultant/Vendor Selection Guidelines.](#) See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the e-mail address: MDOT-RFP-Response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in *PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS* at the following link [Selection Guidelines for Service Contracts](#)

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS

[Financial Requirements for Non-Prequalified Consultants/Vendors](#)

E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

DIGITAL SIGNATURE OF CONTRACTS

On **January 4, 2018**, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a [MDOT Digital Signature Certificate Request Form](#).

MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	Consultants must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
Automobile Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
Workers' Compensation Insurance	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Professional Liability (Errors and Omissions) Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Claim	

The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT's insurance requirements.

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
DESIGN SERVICES
Landscape Architecture I-75 Segment Two

CONTROL SECTION: 63174

JOB NUMBER: 204358PE

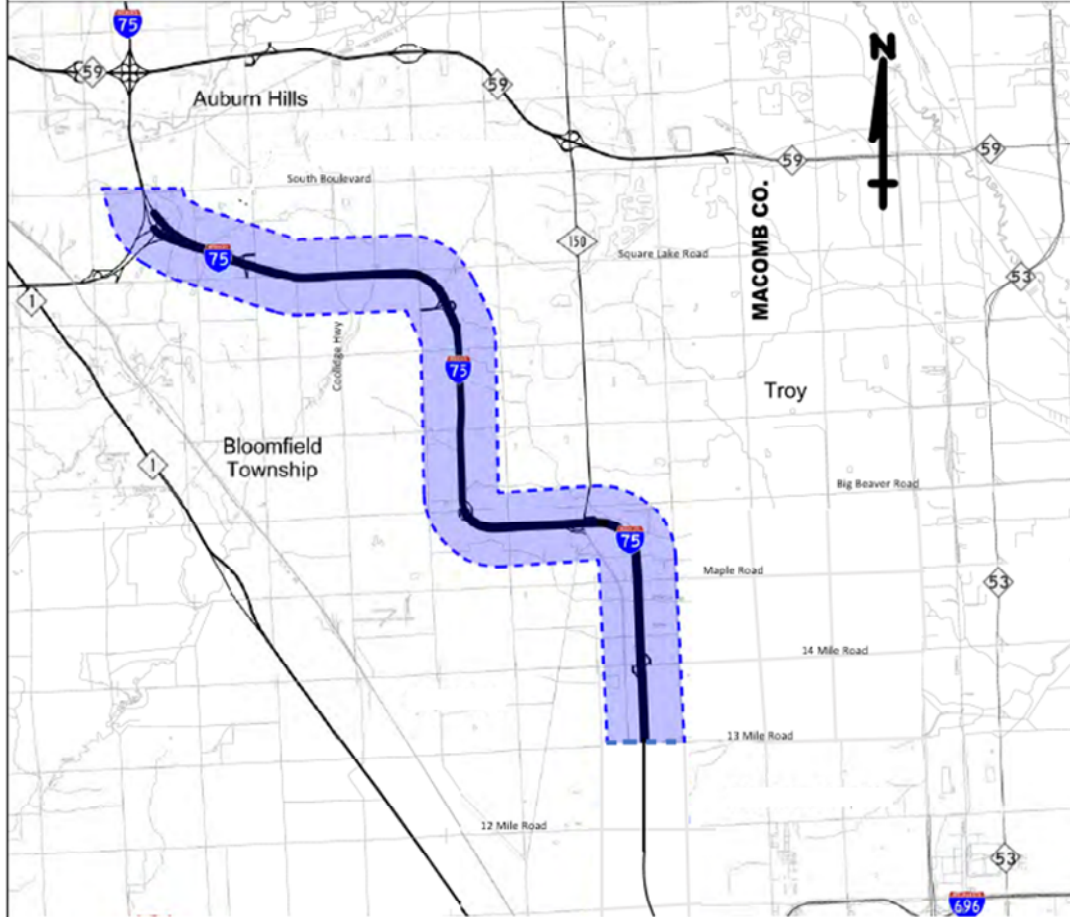
PROJECT LOCATION:

The project is located on I-75 in the area from Coolidge Highway to North of 13 Mile Road in the city of Troy and approximately 0.5 miles into the city of Madison Heights.

The project length is approximately 8.6 miles. See Figure 1.

Figure 1:

I-75 Project Location Map



PROJECT WORK DESCRIPTION:

Work involved in the project consists of identifying the hardiest species with a focus on natives planting, approved species from the Plants for Michigan Roadsides document for the defined landscape areas, in conjunction with MDOT, local stakeholders and MDOT's consultants. The deliverable will be developing the plan sheets, proposal and specifications for the replacement of trees, small area plantings, and associated restoration and grading activities within the 8.6-mile project segment. This includes the final landscaping and tree replacement plan set package. This may include expert advice on the selection of the most sustainable plantings/trees for the area, based on soils and site conditions, while being the most viable and sustainable species, with minimal maintenance involved.

The replacement of trees and plantings need to be developed to seamlessly tie into the previous work on I-75 segment one (South Boulevard to Coolidge), while honoring some of the different context and land uses of this project area. It is expected the design plan provides for a cohesive 11-mile green corridor for stakeholders and motorists alike.

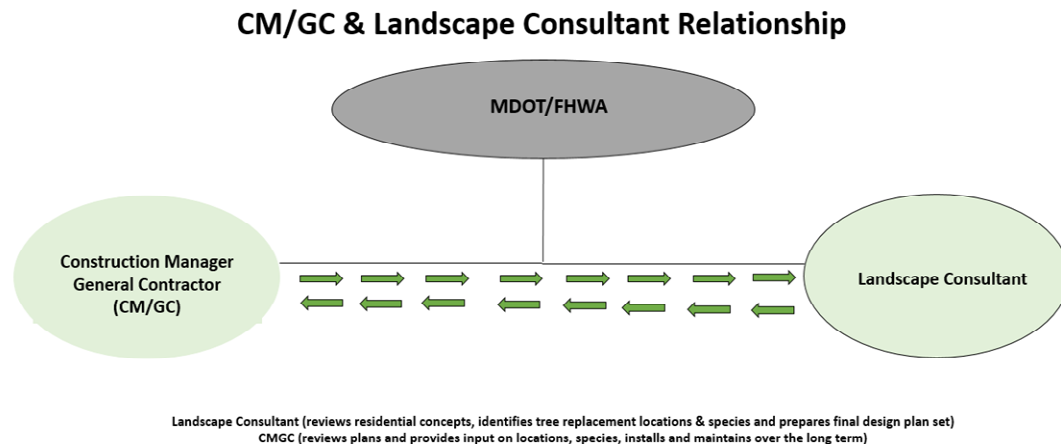
The tree replacement project is being developed and delivered under a Construction Manager/General Contractor (CM/GC) contracting method. There will be a separate selection for the CM/GC firm. See Figure 2.

This selected consultant and the CM/GC firm will be expected to work together along with MDOT to deliver the project successfully. This consultant, however, will be responsible for the plan set submission to MDOT that the CM/GC will follow for the physical installation/plantings.

CONSULTANT SERVICE TASKS:

Development of landscape plans for 8.6 miles of I-75 following the existing corridor theme, the individual area's context and setting, including consideration of the first segment of the project's natural transition. The scope of work consists of plan set development, identification of the hardiest, natural species, specifications for the tree replacements, including expert advice on soils, site conditions and sustainable species, working collaboratively with MDOT and the CMGC. See Figure 2.

Figure 2:



ANTICIPATED SERVICE START DATE: January 13, 2020

ANTICIPATED SERVICE COMPLETION DATE: November 30, 2022

DBE PARTICIPATION REQUIREMENT: N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Design - Landscape Architecture

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

1) **UTILITY COORDINATION**

MDOT shall be responsible for project Utility Coordination, if required

MDOT SENIOR PROJECT MANAGER:

Sue Datta
Metro Region Office
18101 West Nine Mile Road
Southfield, MI 48075
Phone: 248-388-0730
Email: dattaS@michigan.gov

CONSTRUCTION COST:

It should be noted this project will be a CM/GC for the construction installation and specified maintenance period, under a separate contract.

A. The estimated cost of construction is: \$4 million

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed construction amount.

If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Senior Project Manager justifying the changes in the construction cost estimate.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Special Details, Special Provisions (both standard and unique), Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The Consultant is required to use the MDOT Current Version of Bentley MicroStation/GEOPAK or PowerGEOPAK (published at Section 2.2.2 of the Design Submittal Requirements) with the current MDOT workspace (published at Section 2.2.1 of the Design Submittal Requirements). 3D Models are required for all applicable projects. See Chapter 2 of the Design Submittal Requirements for a complete listing of applicable projects. The consultant shall comply with all MDOT CADD standards and file naming conventions.

ADDITIONAL INFORMATION:

With the use of the CM/GC contracting method for the development and delivery of the project, there will also be a long-term, multi-year maintenance requirement associated with the installation/plantings, based on performance and need.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. Base Plan Review
 - 3. The Plan Review
 - 4. Omissions/Errors/Check
 - 5. Utility Coordination Meeting(s)
 - 6. Final AP Preconstruction item cost estimates
 - 7. Submit project for final turn in to MDOT Specifications and Estimates Unit.
- B. Furnish pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation(s), if needed.
- F. Provide MDOT ProjectWise login account and instructions for software download and configuration.

CONSULTANT RESPONSIBILITIES:

Complete the design of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT Senior Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, as well as the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates and project milestones that may require a large lead time, such as geotechnical requirements, Railroad coordination requirements, utility conflict resolution, local agency meetings, Real Estate requirements, etc.

- A. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- B. Compute and verify all plan quantities.

- C. Prepare staging plans and special provisions for maintaining traffic during construction.
- D. Provide solutions to any unique problems that may arise during the design of this project.
- E. Work collaboratively with the selected CMGC firm to develop the plans and specifications for the tree and plant installations including any long-term maintenance requirements, if applicable.
- F. Provide expertise on selecting the hardiest, best sustaining plant species.
- G. The Consultant may be required to provide expert technical services and opinions during the construction phase of this project.
- H. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- I. If excavation is required, submit the excavation locations which may contain contamination. Senior Project Manager then can proceed in requesting a Project Area Contamination Survey (PACS).
- J. The Consultant shall prepare and submit a schedule for this project.
- K. The Consultant representative shall record the minutes and submit them for all project related meetings to the MDOT Senior Project Manager within two weeks of the meeting. MDOT will provide and distribute official meeting minutes for The Plan Review Meeting.
- L. The Consultant will provide to MDOT, by entering MDOT ProjectWise at the scheduled submittal dates, electronic documents (in PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- M. Prepare and submit electronically (native format or PDF) into MDOT ProjectWise, any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, DEQ, etc.), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- N. Attend any project-related meetings as directed by the MDOT Senior Project Manager.

- O. Attend meetings with MDOT and public and public officials to assist in responding to concerns and questions, if requested. This may require the preparation of displays such as maps, renderings, exhibits, marked-up plans, plan sheets, etc.
- P. The MDOT Senior Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The Consultant must either address or send a copy of all correspondence to the MDOT Senior Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- Q. The Consultant shall contact the MDOT Senior Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
- R. The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Coordinator and/or Senior Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.
- S. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- T. The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through the Utilities/Permits Section, Development Services Division.
- U. On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Senior Project Manager.

DELIVERABLES:

The Consultant shall enter in MDOT ProjectWise, in the appropriate folders all electronic files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Templates etc.) as directed by the MDOT Project Manager or as part of each milestone submittal at a minimum. All CADD/GEOPAK files shall be created and identified with standard MDOT file names per the latest MDOT naming conventions. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted, to MDOT ProjectWise, in the appropriate folders, in their native format with standard naming conventions as well as combined into one PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document, or a hard copy version of a document is all that exists.

The Consultant will implement digital signature protocols for all applicable documents as determined by MDOT and the MDOT Project Manager.

Plan sheets shall be submitted to MDOT ProjectWise in the appropriate folders in a set in PDF 11" x 17" PDF format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the PDF set. The original title sheet shall be sent to the MDOT Project Manager

Reference Information Documents (RID) shall be entered into MDOT ProjectWise in the appropriate folder with standard naming conventions and content at milestone submittals as defined by the MDOTwiki website - Chapter 4 and Chapter 5 of the Design Submittal Requirements. The RID files included will depend on the design survey deliverables and project template (See MDOT wiki - Chapter 2 of the Design Submittal Requirements). These files could include but are not limited to: CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

It is recommended that the Project Quantity Spreadsheet (PQS) be used to generate the xml files necessary for import into the AASHTOWare Project Preconstruction bid letting software. The .xml files shall be entered into MDOT ProjectWise in the appropriate folder. Corresponding PDF files for required reports will be generated as directed by the MDOT Project Manager. The project removal, construction, and profile sheets will require a scale of **1" = 80'** or as **approved by the Project Manager**. See Section 1.02.12 of the Road Design Manual for further direction.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the MDOT Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

Upon completion of the plan set, the Consultant will issue the native final format of all files to the MDOT Project Manager in MDOT ProjectWise. This will include, but not limited to, all corresponding reference files, calculations, meeting notes, CADD files, survey files, spreadsheets, and document files. These will become property of the Department.

PROJECT SCHEDULE:

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts and as approved by the MDOT Senior Project Manager. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

For questions on specific tasks, refer to the Preconstruction Task Manual located on the [MDOT Website](#).

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [Preconstruction Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of Planisware, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/	/
YES	NO			
<u>INFORMATION GATHERING/STUDIES</u>				
<input type="checkbox"/>	<input type="checkbox"/>	1115 Traffic Data Collection for Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1120 Prepare Traffic Analysis Report for Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1125 Traffic Capacity Analysis for Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1155 Request/Perform Safety Analysis for Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1300 Traffic Impact Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1350 Determine Need for Interstate Access Change Request	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1400 Feasibility Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1500 Corridor Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1555 Interstate Access Change Request	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>155M FHWA Approval of Interstate Access Change Request</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1600 Access Management Study Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1700 Other Miscellaneous Studies	/	/
<u>EPE SCOPING ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2115 Prepare Traffic Analysis Report for EPE/Design	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2120 Traffic Data Collection for EPE/Design	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis for EPE/Design	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Purpose and Need	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis for EPE/Design	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>216M Public Information Meeting</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>EPE DRAFT ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2311 Cultural Resources Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2312 Recreational Survey – Section 4(f)/6(f)	/	/
<u>EPE DRAFT ANALYSIS (cont'd)</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2313 Endangered Species Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2314 Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315 Wetland Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2316 Other Technical Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>236M Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2370 Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2380 Distribute EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>238M Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390 Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M Public Hearing for DEIS</u>	/	/
<u>EPE FINAL ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M Concurrence by Reg Agencies with Recom Alternatives</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2540 Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain ROD	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	/	/
<u>CONTAMINATION INVESTIGATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	02/03/2020
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3325 Geotechnical Structure Site Characterization	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	03/09/2020
<input type="checkbox"/>	<input type="checkbox"/>	<u>311M Utility Notification</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	04/20/2020
<input type="checkbox"/>	<input type="checkbox"/>	3385 Preliminary Load Rating	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	/ /
<u>PRELIMINARY PLANS PREPARATION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	3500 Develop Transportation Management Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3522 Drainage Study, Storm Sewer Des, Str. Best Mgt Practices	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3530 Geotechnical Foundation Engineering Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	05/18/2020
<input type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review The Plans	06/01/2020
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review Meeting</u>	/ /

☐ ☐ 3595 Conduct ITS Structure Foundation Investigation / /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<u>UTILITIES</u>					
<input type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input type="checkbox"/>	<input type="checkbox"/>	360M	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	361M	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/
<u>MITIGATION/PERMITS</u>					
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	/	/
<u>FINAL PLAN PREPARATION</u>					
<input type="checkbox"/>	<input type="checkbox"/>	3815	Geotechnical Structure Design Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	06/15/2020	
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870	Final Project Coordination Review	06/29/2020	
<input type="checkbox"/>	<input type="checkbox"/>	3875	Final Load Rating	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3885	Finalize Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	388M	<u>Final Project Coordination Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	380M	<u>Plan Completion</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	389M	<u>Plan Turn-In</u>	07/10/2020	
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>EARLY RIGHT OF WAY WORK</u>				
<input type="checkbox"/>	<input type="checkbox"/>	4100 Real Estate Pre-Technical Work (combines 411M, 4120)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4150 Real Estate Technical Work (combines 4130, 4140)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>413M Approved Marked Final ROW</u>	/	/
<u>ROW APPRAISAL</u>				
<input type="checkbox"/>	<input type="checkbox"/>	4350 Real Estate Appraisals (combines 4411, 4412, 4413, 4420)	/	/
<u>ROW ACQUISITION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	4450 Real Estate Acquisitions (combines 4430, 4710, 4720)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M ROW Certification</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

		PRECONSTRUCTION TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	4810 Complete Acquisition Process	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4820 Manage Excess Real Estate	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4830 Provide Post-Certification Relocation Assistance	/ /
<input type="checkbox"/>	<input type="checkbox"/>	4910 Conduct ROW Monumentation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	5010 Construction Phase Engineering and Assistance	/ /
<input type="checkbox"/>	<input type="checkbox"/>	5020 Prepare As-Built Drawings	/ /

CONSULTANT PAYMENT – Actual Cost-Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.